

# SOUTHEASTERN OKLAHOMA STATE UNIVERSITY

## **Terms & Conditions of Residence Hall & Food Service Contract**

### **AGREEMENT TERMS**

The housing agreement, which includes room and a meal plan, covers the Full Year (starting with fall semester through summer semester). Academic term agreements are based on the dates of occupancy while the University is in session and do not include Summer, Winter or Spring Break/Interim periods.

The agreement begins the first day of the academic semester (1<sup>st</sup> day of classes) and terminates at 4:00 p.m. on the last day of regular classes. (Students are permitted to remain in their assigned room during finals week, provided no violations of campus/residence hall policies occur.) Check in dates for each semester will be established by the Residence Life Office. Please check with this office to obtain additional information regarding check-in dates and times.

Meal plan rates are based on days of occupancy when the University is in session and do not include holiday/break periods. Interim agreements (room only) are available between academic terms for students that are enrolled in interim class(es) and have a continuing agreement. Students may be assigned to a different room for the interim.

### **FINANCIAL RESPONSIBILITY AND PAYMENT INFORMATION**

The total meal/housing fee for each semester is **due 6 business days before classes begin (Payment Due Date)**. **A 1.5% month (18%APR) finance charge will be assessed on any balance that is not paid in full by the Payment Due Date (6 days prior to the first day of classes.)**

Failure to satisfy the financial obligations accrued under this agreement will result in denial of permission to enroll and/or issuance of transcripts, pursuant to SE rules and regulations governing the imposition of these sanctions. Failure to meet financial obligations may result in a student being denied access to his/her living accommodations and termination of this agreement.

Upon failure to satisfy the financial obligations accrued under this agreement, the student/lessee agrees to pay an additional 33.33% of the balance due at the time of default, which represents the reasonable collection costs incurred by the University, along with and independent of any additional court costs and attorney fees, should legal action have to be taken.

### **HOUSING ROOM RATE SCHEDULE**

**Please see rate table for current rates. Rates are subject to board approval and may change without notice.** Additional Semester Fees not included in Housing agreement: (see rate table for current rates)

- Residence Hall Activity Fees
- On Campus Mail Box Charges
- Meal plan is required for all resident students.

### **INSTALLMENT SCHEDULE**

Installments are available for an additional fee and **MUST be arranged and approved through the Business Services Office no later than the Payment Due Date (6 business days prior to the first day of class.)** If you require an installment plan, the first portion (25%) of the agreement, plus Residence Hall Activity Fees, and application fee (full security deposit), is due by the Payment Due Date.

**Note: If the installment date does not fall on a regular business day, the installment payment will be due on the first business day after the stated date.**

Schedule of payments for installment plan:

#### **Fall Term:**

Payment Due Date:	\$25 RHA fee (non refundable) + \$50 Installment Payment Fee + Minimum of 25% of Total Agreement
September 12 <sup>th</sup> :	\$20 Installment Payment Fee + Minimum of 50% of Total Agreement
October 3 <sup>rd</sup> :	\$20 Installment Payment Fee + Minimum of 75% of Total Agreement
October 24 <sup>th</sup> :	Total Agreement must be paid in full

**Note: Spring charges will be added to accounts on 12/1, if the spring agreement is not cancelled by this date.**

#### **Spring Term:**

Payment Due Date:	\$25 RHA fee (non refundable) + \$50 Installment Payment Fee + Minimum of 25% of Total Agreement
January 24 <sup>th</sup> :	\$20 Installment Payment Fee + Minimum of 50% of Total Agreement
February 21 <sup>st</sup> :	\$20 Installment Payment Fee + Minimum of 75% of Total Agreement
March 20 <sup>th</sup> :	Total agreement must be paid in full

### **AGREEMENT CANCELLATIONS – DEADLINES AND REFUNDS**

**All agreement cancellations must be submitted in writing (to the Residence Life Office) and will result in the loss of the application fee/deposit plus a agreement cancellation fee for any agreement cancelled after the Payment Due Date of the starting semester of the agreement. The agreement cancellation fee will be deducted from the agreement refund. The agreement cancellation fee and forfeit of deposit may be waived for compelling reasons as determined by the Director of Residence Life. Failure to cancel your agreement and properly check out will result in your being responsible for room, meal plan and any damage charges until your agreement is properly cleared, in addition to an improper check-out fee and charges for lock core replacement.**

#### **Fall Term:**

Before Payment Due Date -	<b>forfeiture of application fee/deposit</b>
After Payment Due Date -	<b>additional cancellation fee – plus:</b>
During the 1 <sup>st</sup> week of classes:	85% of fall agreement refunded
After the 1 <sup>st</sup> week of classes:	75% of fall agreement refunded
After September 15 <sup>th</sup> :	50% of fall agreement refunded
After October 1 <sup>st</sup> :	25% of fall agreement refunded
After October 15 <sup>th</sup> :	No refunds after this date

#### **Spring Term:**

Before December 1st – **forfeiture of \$100 application fee/deposit plus agreement cancellation fee** unless agreement started in spring.  
**After 12/1 and before the first day of classes – additional LATE CANCELLATION FEE** unless agreement started in spring. **Additionally:**

During the 1 <sup>st</sup> week of classes:	85% of spring agreement refunded
After the 1 <sup>st</sup> week of classes:	75% of spring agreement refunded
After February 15 <sup>th</sup> :	50% of spring agreement refunded
After March 1 <sup>st</sup> :	25% of spring agreement refunded
After March 15 <sup>th</sup> :	No refunds after this date

**Any student that meets the following criteria may have the agreement cancellation fee waived and the deposit refunded as long as the spring agreement is cancelled before 12/1:** December graduation, activation of military personnel, married before the start of the spring semester, medical conditions which result in withdrawal from school.

#### **Summer Semester:**

Before April 1st - **forfeiture of application fee/deposit.**  
**Plus agreement cancellation fee** unless agreement started in summer

After 4/15 and before the 1 <sup>st</sup> day of class	late cancellation fee
During the first week of classes	75% summer refunded
After June 15 <sup>th</sup>	50% summer refunded
After June 30 <sup>th</sup>	No refunds after this date

**Summer assignments may differ from spring/fall assignment.**

### **ASSIGNMENT INFORMATION**

Your indicated preference on the housing agreement does not constitute assignment to a specific hall, suite, apartment, roommate, or room type. Though every effort will be made to accommodate preferences, SE Office of Residence Life will make assignments based upon space and availability.

**The deadline for new agreements is June 15<sup>th</sup> for fall assignments, December 15<sup>th</sup> for spring assignments and 4/15 for summer assignments.** This means that all agreements received prior to this date will be given priority over requests received after this date. Fall room assignments are made after June 15<sup>th</sup>, and are usually available after July 15<sup>th</sup>. Students currently residing in the Residence Halls will have the opportunity to participate in **the Priority Room Assignment Process during the spring semester (notice will be posted in halls)**. Additionally, newly admitted students will be given the opportunity to

participate in **Advanced Room Assignment Process on SE's Curriculum Contest day and on scheduled Fall Preview dates.** (See SE calendar for specific dates.) These options are open only to prospective students who are present and submit a agreement and deposit/application fee on or by these days. Other than these specified dates, all assignments will be made during the first week of July for agreements received by June 15. Any agreements received after the deadline date will be assigned on a space available basis, and students may not receive assignment information prior to the move in date.

Please carefully consider the information regarding specialty housing before making your housing preference selection. Specialty communities will be created based on interest (and may not be created if there is insufficient interest.) If you have any questions regarding any of the specialty communities, please **contact the Department of Residence Life at (580) 745-2948.**

#### **HOW TO APPLY**

Once the student has completed the agreement, it should be mailed or brought to the Business Services Office Counter with the application fee/deposit. **Specific Roommate requests MUST be received by the June 15<sup>th</sup> priority deadline.** (It is helpful if these are mailed in the same envelope or submitted to the Business Services Office Counter together.) **Prospective students may reserve specific rooms by showing up in person on SE's Curriculum Contest Day or during Fall Preview Dates,** (see SE's calendar for specific dates) and submitting their agreement with the application fee. See "Assignment Information" for addition details.

If you have previously submitted the HOUSING AGREEMENT and the application fee, that fee will be applied as your security deposit. If you are a continuing resident your current security deposit will cover this agreement, as long as the full balance remains. Continuing residents who have additional charges or fees MAY need to submit an additional security deposit, depending upon the situation.

#### **FRESHMAN RESIDENCY REQUIREMENT**

Southeastern Oklahoma State University believes that there are important educational and social benefits from living in the residence halls and participating in an on-campus housing program. Because of this conviction, Southeastern has developed a Freshmen Residency Program that requires all single, full-time (12 hours or more per semester), first time freshmen who are under the age of 20 and have earned fewer than 24 college credit hours to reside in university housing. College credit hours that have been earned while in high school do not count toward the 24 college credit hour limit. Failure to comply with this policy may result in disciplinary sanctions, including assessment of fees.

#### **ELIGIBILITY:**

To be eligible for residence in University Housing, an individual must be enrolled as a student and attending classes in at least 9 undergraduate or 6 graduate hours at Southeastern Oklahoma State University (SE). Continuing students who are enrolled for the upcoming fall semester and who can demonstrate that they are employed locally for 30 hours/week may live in the residence halls during the summer semester. All other students must be enrolled in 6 undergraduate or 3 graduate hours during the summer semester in order to be eligible to live in the residence halls during the summer session.

#### **SPECIALTY HOUSING**

A number of specialty housing options are provided. These include FIRST (freshmen in Residence Succeeding Together) freshmen year experience program for first time freshmen residents, a Freshmen Honors Community, a freshmen PLC Community, Athletic Community for males, Co-Ed Band/Music Community, and a variety of other options. **See the Residential Communities List for a complete list of housing options.**

#### **AGREEMENT PROVISIONS:**

Alterations of this agreement are not recognized by SE. You are applying for on-campus housing accommodations, NOT for a particular room, building or roommate. A reasonable effort will be made to assign preferred roommates and residence halls as requested. SE reserves the right to assign roommates and/or to consolidate vacancies by requiring residents to move from one accommodation to another. When the deposit AND this agreement are both received, accommodations will be reserved. In the event that agreements received exceed standard occupancy, temporary accommodations will be provided. For persons submitting academic term agreements that are received prior to June 15<sup>th</sup>, written notification of their assignment will be sent after July 15<sup>th</sup>. For persons submitting agreements that are received after June 15<sup>th</sup>, notification will be made as time and

ability permits via phone, e-mail or mail. **The total payment for each semester of your agreement will be due 6 business days prior to the first day of classes for that semester. If you require an installment plan, you must visit the Business Services Office prior to the agreement due date to make those arrangements and to process the necessary paperwork. If you plan to use financial aid or scholarship assistance to cover your room and board expenses, you must receive written approval from the Business Services Office prior to the payment due date (6 business days prior to the first day of classes.)**

Although precautions are taken to maintain adequate security, the University does not carry personal property insurance. **The student and his/her parent or legal guardian are strongly encouraged to carry appropriate insurance to cover such losses.** Residents are responsible for any damages that occur in their assigned room or hall. This includes any common area damages. When identified, the person(s) responsible for damages in the room(s) or public areas will be billed for the cost of repair/replacement; otherwise, all residents share in community billing for damages.

Your assigned living space cannot be sublet under any circumstances and residents must obtain written authorization from the Hall Director before they can transfer to another room. Transfers from one residential room/suite to another will incur an additional room change fee.

The University reserves the right to terminate this agreement and the resident may be required to move upon notice if the University determines that the continued residency of the student would pose a danger to the life, health or general well being of the residential community. A resident may be required to seek professional counseling on campus (off campus counseling must be arranged and monitored through the university counseling center) as part of an agreement to continue occupancy. Provisions regarding student conduct and appropriate behavior that are stated in the *SE Residence Hall Handbook*, the *SE Student Code of Conduct* and other University publications are made a part of this Agreement. Additional rules and regulations that may be circulated from time to time by the University are made part of this agreement.

#### **MEAL PLAN INFORMATION**

A **meal plan is required** for all residential students. **Sodexo Campus Services** is known as a leader in providing quality dining services to universities all over the country. The Residence Life Department is proud of our dining services, featuring many cook-to-order items.

Upon check in, each resident student will need to validate their student ID card and confirm their meal plan option. Students may not be able to use their meal plan until a meal plan option has been confirmed and the student's ID card has been validated by the Business Services Office. **Any resident student who does not confirm a meal plan option by the first Monday of each semester will automatically be designated the LS 165 meal plan option.** The bulk of the meals are served in the University Café, which is located in our Student Union. All café meals are "all you care to eat" traditional meals.

#### **ADA ACCESSIBILITY**

If you believe that you require **adaptive or accessible housing** on the basis of a disability or health problem, please contact the Coordinator for Student Disabilities Services (580-745-2394). TDD # 580-745-2704.

#### **EQUAL OPPORTUNITY STATEMENT**

In compliance with Title VI of The Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of The Education Amendments of 1972, Sections 503 and 504 of The Rehabilitation Act of 1973, The Americans With Disabilities Act of 1990, The Family and Medical Leave Act of 1993, The Civil Rights Act of 1991, and other Federal Laws and Regulations, Southeastern Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, disability, your status as a veteran in any of its policies, practices or procedures; this includes but is not limited to admissions, employment, financial aid, and educational services.

**Submit** completed agreements, room & board forms, & \$100 application fee to:

**Business Services Office**  
**1405 N. 4<sup>th</sup> Avenue, PMB 4216**  
**Durant, Oklahoma 74701**

**For Additional Information contact Residence Life at:**  
**Phone: (580) 745-2948 Fax: (580) 745-7483**  
**[www.se.edu/residence-life](http://www.se.edu/residence-life)**

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## Student Health Services

1405 N. Fourth Ave., PMB 4088  
Hallie McKinney Building, Room 101-B  
Durant, OK 74701-0609  
580-745-2867

# Meningococcal Vaccine

## WHAT IS MENINGOCOCCAL DISEASE

Meningococcal disease is a serious illness, caused by bacteria. It is the leading cause of bacterial meningitis in children 2-18 years old in the United States. Meningitis is an infection of fluid surrounding the brain and the spinal cord. Meningococcal disease can also cause blood infections.

About 2,600 people get meningococcal disease each year in the U.S. 10 – 15% of these people die, in spite of treatment with antibiotics. Of those who live, another 11-19% lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age, and people with certain medical conditions such as lack of a spleen. College freshmen who live in dormitories and teenagers 15-19 yrs old have an increased risk of getting meningococcal disease.

Drugs such as penicillin can be used to treat meningococcal infection. Still, about 1 out of every ten people who get the disease dies from it, and many others are affected for life. This is why preventing the disease through meningococcal vaccine is important for people at the highest risk.

## MENINGOCOCCAL VACCINE

There are two types of meningococcal vaccines in the U.S.

- Meningococcal conjugate vaccine (MCV4) was licensed in 2005. It is the preferred vaccine for people who are 2-55 yrs old.
- Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s. It may be used if MCV4 is not available and is the only meningococcal vaccine licensed for people who are older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the U.S., and a type that causes epidemics in Africa. Meningococcal vaccines cannot prevent all types of the disease, but they do protect many who might become sick if they did not get the vaccine.

Both vaccines work well and protect about 90% of the people who get it. MCV4 is expected to give better, longer lasting protection. MCV4 should also be better at preventing the disease from spreading from person to person.

## WHO SHOULD GET MENINGOCOCCAL VACCINE AND WHEN?

Meningococcal vaccine is not routinely recommended for most people. MCV4 is recommended for all children and adolescents age 11-18 yrs of age. Those who did not get it during routine immunization visits should get it at the earliest opportunity. The vaccine is also recommended for people who are at increased risk of meningococcal disease, including:

- College freshmen living in dormitories
- U.S. Military recruits
- People who might be affected during an outbreak of certain types of meningococcal disease.
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed.
- Anyone who has terminal complement component deficiency (an immune system disorder).
- College freshmen living in dormitories.

The vaccine should also be considered for:

- Some laboratory workers who are routinely exposed to the meningococcal bacteria.

## How many doses?

- For people 2 years of age and over: 1 dose (Sometimes an additional dose is recommended for people who continue to be at high risk. Ask your provider).
- For children 3 months to 2 years of age who need the vaccine: 2 doses, 3 months apart.

## SOME PEOPLE SHOULD NOT GET MENINGOCOCCAL VACCINE OR SHOULD WAIT.

People should not get meningococcal vaccine if they have ever had a serious allergic reaction to a previous dose of the vaccine.

People who are mildly ill at the time the shot is scheduled can still get meningococcal vaccine. People with moderate or severe illnesses should usually wait until they recover. Your provider can advise you.

Anyone who has ever had Guillain-Barre Syndrome should talk to their provider before getting MCV4.

Meningococcal vaccine may be given to pregnant women. However, MCV4 is a new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed.

## WHAT ARE THE RISKS FROM THE VACCINE?

A vaccine, like any medicine, is capable of causing serious problems, such as severe allergic reactions. The risk of the meningococcal vaccine causing serious harm, or death, is extremely small.

Getting meningococcal vaccine is much safer than getting the disease.

### Mild problems

- Some people who get meningococcal vaccine have mild side effects, such as redness or pain where the shot was given. These symptoms usually last for 1-2 days.
- A small percentage of people who receive the vaccine develop a fever.

### Severe problems

- Severe allergic reactions, within a few minutes to a few hours of the shot, are very rare.
- A serious nervous system disorder called Guillain-Barre Syndrome (or G. B. S.) has been reported among some people who received MCV4. This happens so rarely that it is currently not possible to tell if the vaccine might be a factor. Even if it is, the risk is very small.

## WHAT IF THERE IS A SERIOUS REACTION?

What should I look for?

Look for any unusual condition, such as a severe allergic reaction, high fever, or unusual behavior. **If a serious allergic reaction occurred, it would happen within a few minutes to a few hours after the shot.** Signs of a serious allergic reaction can include difficulty breathing, weakness, hoarseness or wheezing, a fast heart beat, hives, dizziness, paleness, or swelling of the throat.

What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell your doctor what happened, the date and the time it happened, and when the vaccination was given.
- Ask your health care provider to file a Vaccine Adverse Events Reporting System (VAERS) form. Or call VAERS yourself at 1-800-822-7967 or visit their website at [www.vaers.hhs.gov](http://www.vaers.hhs.gov).

## HOW CAN I LEARN MORE?

- Ask your doctor or nurse. They can give you the vaccine package insert or suggest other sources of information.
- Call your local or state health department's immunization program.
- Contact the Centers for Disease Control and Prevention (CDC): Call 1-800-232-4636.
- Visit the National Immunization Program's website at [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)
  - Visit the National Center for Infectious Disease's meningococcal disease website at [www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal\\_g.htm](http://www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm)
  - Visit CDC's Travelers Health website at [www.cdc.gov/travel](http://www.cdc.gov/travel)